



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## INTERNAL POLICY ANALYST IV

Job Number: 20001756

Job Code: 94300V000101

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 06/16/1986

Job Revised: 10/16/2007

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support for cabinet secretaries, agency heads and/or office heads and supervises staff activities related to studies of cabinet or agency operational policies and procedures for the purpose of defining cabinet or agency effectiveness and projecting budgetary needs and requests; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have five years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs comprehensive reviews of an agency's programs, management and policies and other issues that cross organizational lines and makes recommendations to management. Reviews, analyzes and drafts correspondence for agency management. Monitors correspondence to ensure accuracy and legal compliance. Supervises the development of agency budget requests and/or researches and develops major program issues and policies leading to the formulation of such requests. Represents agency heads and meets with officials within and outside the agency to discuss budget issues. Acts as a liaison between various levels within the organizational structure. Represents an agency head on task forces and special assignments. Develops and coordinates the development of cost estimates for pending legislation. Assists in the formulation of agency policies.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*